

CONGREGAZIONE SUORE DELLA PROVVIDENZA PER L'INFANZIA ABBANDONATA

Via Mons. Francesco Torta, 63 – 29100 PIACENZA (Pc)

Cod.Fisc. 00223980335 - P.IVA 00338560337

CASA DI PROVVIDENZA

Piazzale Don Raffaele Dagnino n. 1

43100 PARMA (Pr)

Tel. 0521-282102 - Fax 0521-385789

suoreprovvidenzapr@tiscali.it

APPENDIX "B"

INTERNAL REGULATIONS FOR THE 2026-27 ACADEMIC YEAR

The boarding school is open from September 7, 2026, to July 16, 2027, and respects the Christmas and Easter holidays scheduled in the school calendar each year (approximately from December 23 to January 7 and from Holy Thursday to the Tuesday following Easter Monday, inclusive, periods during which rooms cannot be used). THE ROOM MUST BE VACATED BY the expiration of the contract (June 30). UNTIL THE ROOM IS VACATED AND THE KEYS RETURNED, GUESTS WILL BE REQUIRED TO PAY THE RENT, ACCORDING TO THE APPLICABLE RATES. The room must be confirmed/cancelled for the following academic year by Easter.

During the months covered by the contract, the reception desk closes every evening at 1:00 a.m.

During the months of September and July (not covered by the contract): There is no canteen service; rates are calculated on a daily basis, according to the current rate schedule. Therefore, it is necessary to communicate the length of stay in the facility in advance.

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Each guest is required to provide a pillow, a set of bed linens, blankets, bedspread, and mattress protector that are **STRICTLY FIREPROOF** (Class 1), towels, and cleaning supplies for the room and bathroom.

Cleaning of the room and private bathroom/every 2 is the responsibility of the guests.

Each guest is required to respect silence during study and rest hours, both in the corridors and in their respective accommodations. **FROM 10:30 PM TO 8:00 AM**, the use of radios, cell phones, hair dryers, and anything else that might disturb the peace and quiet of the boarding school is **STRICTLY** prohibited. In any case, please do not slam doors and moderate your tone of voice.

Gathering in rooms is strictly prohibited. Failure to comply with this rule may result in expulsion from the boarding school.

Bringing strangers into the accommodations without specific authorization is prohibited. Violation of this rule will result in a fine of €500, except in the most serious cases, and may also result in expulsion and compensation for any further damage caused.

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It is mandatory to confirm/cancel the room for the following academic year by Easter.

During the months covered by the contract, the reception desk closes every evening at 1:00 AM.

September and July (not covered by the contract): No canteen service is available; meals are billed on a daily basis, according to the current rate schedule. Therefore, it is necessary to communicate the length of stay in the facility in advance.

Each guest is required to provide a STRICTLY FIRE-RESISTANT (Class 1) pillow, bed linens, blankets, bedspread, and mattress protector, towels, and cleaning supplies for the room and bathroom.

Cleaning of the room and private bathroom/every 2 is the responsibility of the guests.

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Gathering in rooms is strictly prohibited. Failure to comply with this rule may result in expulsion from the residence.

It is not permitted to bring strangers into the accommodations without specific authorization. Violation of this rule will result in a fine of €500, except in the most serious cases, which may also result in expulsion and compensation for any further damage caused.

Waste must be separated.

For health and safety reasons, the use of electric stoves or burners in the accommodations is strictly prohibited.

Smoking is strictly prohibited in all areas of the boarding school, including the courtyard, except for designated smoking areas.

Animals of any kind are prohibited in the rooms and in the building.

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The circulation of narcotics, pornographic material, or material that is not relevant to the educational and religious principles of the building, as well as spirits, is prohibited.

Guests are requested to always dress appropriately and politely in the common areas of the boarding school, and therefore NEVER in pajamas or a dressing gown, or in a vest and/or shorts above the knee.

Guests are welcome and encouraged to attend spiritual gatherings and religious events occasionally organized by Management during the academic year (the Rosary in May and the Stations of the Cross during Lent) and to attend the opening Mass of the academic year.

If there are valid and serious reasons for disturbing the Community, Management will immediately remove the Guest (see point 5 of the private agreement).

Management declines all responsibility for theft and reserves the right to carry out checks in individual accommodations. The duplicate keys (the responsibility of the guests) may be retained and must be returned only at

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the end of their stay, and in any case, always at the end of the academic year.

The cost of the badge to open the door is the responsibility of the Guest, who is entirely responsible for it. The badge is strictly personal and is strictly prohibited from being given or shared; the Guest undertakes to safeguard it and return it at the end of their stay.

If the Guest voluntarily leaves the boarding school during the year, they must pay the amount indicated in the private agreement for all months preceding the end of the academic year, i.e., until June 30th (see point 4 of the private agreement).

The room must be returned in the same condition as it was found upon entry. Before returning the keys, the Guest and Management will inspect the room to verify its condition. If the key is damaged or soiled, the Guest will be responsible for any damage or alterations caused. IT IS MANDATORY TO CLEAR DRAINAGES OF HAIR AND CARRY OUT ANY MEASURES NECESSARY TO ENSURE THE PROPER MAINTENANCE OF THE ENVIRONMENT.

⊗ Management may authorize access to the rooms to trusted technicians (plumbers, electricians, bricklayers)

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and its own staff for routine and extraordinary maintenance and checks, without prior notice.

Guests are required to provide a passport-sized photo, report any changes to their telephone numbers, and submit an annual medical certificate of good health, including self-certification. Management cannot under any circumstances provide transportation to or from the hospital, nor any medical or hospital assistance.

Special diets must be certified; the cost of dietary products is entirely the responsibility of the guest.

Rent must be paid by the END of the PREVIOUS month; meal vouchers will be issued upon receipt. Meal vouchers expire at the end of the academic year.

The balance due must be paid by the end of the stay.

To reduce expenses, guests are required to turn off lights and computers when leaving their rooms and common areas, and to remove chargers from outlets. They are also required to make every effort to minimize energy waste. The fee schedule is an integral part of the regulations.

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Use of the washing machine can be reserved. It must be emptied immediately after the wash cycle, and laundry must be removed from the drying racks as soon as it is dry.

It is strictly forbidden to use common areas (staircases, corridors, balconies, landings) as storage areas. Each guest is required to maintain order and not leave personal items in plain sight.

When the concierge service is not available, you must use your badge to access the facility: only from the entrance in front of the church.

Parma, _____

Firma dell'Ospite per accettazione _____

Firma del Genitore per accettazione _____